



STATE OF WISCONSIN
Department of Employee Trust Funds
Eric O. Stanchfield
SECRETARY

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APPLICANTS FOR FINANCIAL SPECIALIST 4 (JOB ANNOUNCEMENT CODE: 0301930)

The enclosed application/examination materials are designed to obtain information about your skills, training, and experience relating to duties of our Financial Specialist 4 vacancy. We are seeking candidates with well-developed fiscal auditing skills and experience with PC based database (Access) and spreadsheet applications.

The selection procedures used in filling this permanent position will be as follows:

1. All interested candidates will be required to complete the enclosed Objective Inventory Questionnaire (OIQ). This questionnaire constitutes an examination. Please read the instructions carefully on page two.
2. Your qualifications at this phase of the examination process will be judged on the basis of the answers you provide to the OIQ. The most highly qualified candidates will be invited to the next phase of the selection process. You may be asked to demonstrate or document the skill or experience level claimed on this questionnaire as part of the selection process.

To be considered for this vacancy, you must complete and submit the following application materials:

1. Application for State Employment (OSER-DMRS-038) - This form is available on the Office of State Employment Relations web page at: <http://oser.state.wi.us/application.asp>
2. Certification Statement - Complete and submit. It must include two professional references.
3. Objective Inventory Questionnaire
4. Current Resume - Provide a detailed resume highlighting your qualifications that relate to this position. Do not submit your resume in lieu of responding to the OIQ.

Mail to:

Human Resources
Department of Employee Trust Funds
PO Box 7931
801 W Badger Rd
Madison, WI 53707-7931
FAX: (608) 267-0633

Special Note for Veteran and Disabled Applicants: If you need a Veterans Preference Supplement to Application form (OSER-DMRS-38L) or a Disabled Expanded Certification form, (OSER-DMRS-159) you may find them at the following web site: <http://oser.state.wi.us> or you may contact DETF Human Resources at (608) 266-8585. The Disabled Expanded Certification Application should be mailed to the address provided in the application. The Veterans Preference Supplement Form should be sent along with the rest of your application materials.

Questions can be referred to Cerry Hermosillo at (608) 266-8585.

Application materials must be received by 4:30 p.m. on December 23, 2003.

Department of Employee Trust Funds
Financial Specialist 4
Job Announcement Code: 0301930

CERTIFICATION STATEMENT

I understand that the Objective Inventory Questionnaire is a screening device used prior to the interview and that the practice or attempt to practice any deception or fraud will result in my application being withdrawn or that I will be removed from the position if I am hired.

WISCONSIN ADMINISTRATIVE CODE:

ER-MRS 6.10 . . . the administrator may refuse to . . . certify . . . or remove an applicant from a certification . . .

- (5) who has made a false statement of any material fact in any part of the selection process.
- (7) who practices, or attempts to practice, any deception or fraud in application, certification, examination, or in securing eligibility or appointment . . .
- (10) who has in any manner gained access to special or secret information regarding the content of an examination.

WISCONSIN STATUTES:

s.230.43 misdemeanors; how punished. (1) Obstruction or Falsification of Examinations. Any person . . . (c) who willfully or corruptly makes any false representations concerning the same (examination) . . . or (d) who willfully or corruptly furnished any person any special or secret information . . . (e) . . . shall for each offense be guilty of a misdemeanor.

- (3) Penalty. Misdemeanors under this section are punishable by a fine of not less than \$50, nor more than \$1,000, or by imprisonment for not more than one year or both.

I certify that I have read and acknowledge that I understand the preceding excerpts from the Wisconsin Administrative Code ER-MRS 6.10, and Wisconsin Statutes s.230.43 which relate to security of examination information and falsification of information in any part of the selection process. I also certify that my responses to the questions on this Objective Inventory Questionnaire are true to the best of my recollection and that I can document these experiences if required to do so at some future date.

SIGNATURE: _____ SSN: _____

NAME (Print): _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PROFESSIONAL REFERENCES (2)

(Name & Title, Address, Phone, E-mail)
List two individuals that are able to attest to
your knowledge and skills necessary to the
perform the duties of this position

Department of Employee Trust Funds
Financial Specialist 4
Job Announcement Code: 0301930

Instructions for Completion of the Objective Inventory Questionnaire (OIQ)

The following lists typical task and activity statements that are related to one or more of the job duties of the Financial Specialist 4 position.

For items 1 through 130 of this questionnaire, use the following scales to identify your education/training and professional work experience in the corresponding column for each statement. Please choose the Education/Training and Professional Work Experience Level for each question that is MOST representative of your training and experience with the task or activity listed. Enter only ONE response (A, B, C, or D) in each blank provided. Do not edit any of the items; an item not answered will be interpreted as an Indicator 'A' as identified below.

Please be prepared in a subsequent stage of the selection process to demonstrate and verify your proficiency or competence level in any of the skills described in this questionnaire.

Education/Training Experience (ETE)		Professional Work Experience (PWE)	
A	I have not been trained to perform this task or activity.	A	I have not performed this task or activity.
B	I have informal training on performing this task or activity (i.e. self-taught).	B	I have performed this task or activity with assistance
C	I have formal academic training to perform this task or activity (i.e. college credit, employer-in-service, on-the-job training, etc.)	C	I have performed this task or activity independently (i.e., without assistance).
D	I have completed a formal or supervised practicum or internship focused on performing this task, or activity (minimum of 200 hours of practicum or internship time).	D	I have trained or led others in the performance of this task or activity.

Example

	ETE		PWE	
1.	A	2.	A	Developed training/materials and visual aids.
3.	B	4.	C	Drafted detailed responses to complex inquiries.

Applicant Last Name: _____

SECTION 1: Fiscal/Accounting

	ETE		PWE	
1		2		Performed Accounts Payable transactions.
3		4		Reviewed Accounts Payable transactions.
5		6		Performed Accounts Receivable transactions.
7		8		Reviewed Accounts Receivable transactions.
9		10		Prepared financial summary statements (e.g., monthly reports).
11		12		Calculated assessments, fees, or payments.
13		14		Reconciled internal records to external records.
15		16		Identified accounting discrepancies.
17		18		Researched accounting discrepancies.
19		20		Corrected discrepancies from reconciliation.
21		22		Performed financial resource management (e.g., record retention, archiving).
23		24		Prepared financial statements.
25		26		Performed complex mathematical calculations.
27		28		Performed cashier functions (e.g., cash reconciliation).
29		30		Analyzed statistical data.
31		32		Created reports from statistical data.
33		34		Created reports from accounting data.
35		36		Recommended procedures for internal processes.
37		38		Maintained complex electronic and paper fiscal records.
39		40		Performed auditing functions on transactions or accounts.
41		42		Reconciled account records against receipts.
43		44		Investigated discrepancies in vendor/customer payments.
45		46		Prepared invoices based on agreements and accounts receivable calculations.
47		48		Developed financial reports.

SECTION 2: Technical Knowledge and Skills

	ETE		PWE	
49		50		Used an Automated Accounts Receivable system.
51		52		Used a personal computer with Microsoft Windows Operating System.
53		54		Used an E-mail program for sending and receiving messages.
55		56		Used World Wide Web/Internet.
57		58		Used a database to enter data or run reports.
59		60		Prepared complex financial reports incorporating links and macros using spreadsheet software.
61		62		Used the summation function and other functions (e.g., average, count, date, etc.) in a spreadsheet formula.
63		64		Imported spreadsheet data into a database application.
65		66		Used word processing programs such as Word or WordPerfect.
67		68		Developed databases using Microsoft Access.
69		70		Developed databases using software other than Microsoft Access.
71		72		Programmed a database to extract and store data.

Applicant Last Name: _____

73		74		Perform database uploads to a mainframe system.
75		76		Resolved database issues when expected reports and updates were not processed as expected.
77		78		Updated spreadsheet formulas in both Excel and Lotus formats.
79		80		Updated spreadsheet formulas using spreadsheet software other than Excel or Lotus.
81		82		Converted Lotus spreadsheets to an Excel (or other spreadsheet) format.

SECTION 3: Communication/Customer Service

	ETE		PWE	
83		84		Composed business correspondence such as memos, letters, and invoices.
85		86		Composed technical reports.
87		88		Composed language for forms, brochures, or similar documents.
89		90		Edited documents or reports (i.e., for grammar, content and structure).
91		92		Provided information to customers on programs, policies, or services.
93		94		Received complaints (e.g., in person, by telephone, or in writing).
95		96		Resolved complaints (e.g., in person, by telephone, or in writing).
97		98		Interpreted complex policies, procedures, and regulations.
99		100		Responded to difficult and complex inquiries in writing.
101		102		Responded to difficult and complex inquiries verbally.
103		104		Communicated with representatives of other divisions, departments, agencies, or organizations as a liaison.

SECTION 4: Research, Analysis and Problem-Solving Skills

	ETE		PWE	
105		106		Researched information (e.g., for reports or decision-making).
107		108		Compiled statistical data (e.g., percentages, averages, etc.).
109		110		Reviewed data to make recommendations or draw conclusions.
111		112		Reviewed completed forms for accuracy.
113		114		Recommended process or program improvements.
115		116		Evaluated accounting software.
117		118		Reviewed data to establish appropriate billing/invoice rates.
119		120		Conducted analytical projects.

SECTION 5: Organizing

	ETE		PWE	
121		122		Coordinated multiple schedules to achieve work-related goals.
123		124		Developed policies (e.g., for programs, services, or operations).
125		126		Developed procedures (e.g., for programs, services, or operations).
127		128		Developed timeline for completion of tasks.
129		130		Managed multiple projects by setting priorities.